

## **ORDINANCE NO. 2082**

### **AN ORDINANCE CREATING THE POSITION OF EMERGENCY PREPAREDNESS COORDINATOR FOR THE CITY OF BURLINGAME, KANSAS AND PRESCRIBING THE POWERS AND DUTIES OF THE OFFICE.**

#### **BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BURLINGAME, KANSAS:**

**Section 1. CREATION.** There is hereby created the position of Emergency Preparedness Coordinator who shall be under the direct supervision of the City Administrator of the City of Burlingame, Kansas. The Emergency Preparedness Coordinator shall be appointed by the City Council: and shall serve at the pleasure of the Council. The Emergency Preparedness Coordinator shall be appointed on the basis of his or her qualifications and ability. The same person may hold the office of City Administrator.

**Section 2. POWERS, DUTIES AND RESPONSIBILITIES OF THE EMERGENCY PREPAREDNESS COORDINATOR.** The Emergency Preparedness Coordinator shall be the chief administrative officer of Emergency Services of the city and shall be responsible to the Mayor and Council for Emergency Preparedness in the city. He/she shall exercise such responsibilities and execute such duties as are prescribed by state statute and city ordinance, and such other duties and responsibilities as may be lawfully delegated by the City Council. Such prescribed and delegated responsibilities and duties shall include, but not be limited to, the following:

- a) The development and maintenance in current form of an emergency management plan for the city.
- b) The maintenance of necessary liaison and coordination of cooperative activities with other municipal, county, district, regional, state, federal and other civil defense and disaster relief organizations.
- c) The drafting, execution and recommendation for adoption by the City Council of any mutual aid plans and agreements deemed essential or desirable for the implementation of the city's emergency management plan and coordination of combined area disaster services efforts, including the formation of a county or other joint disaster services council and emergency management plan and the appointment of a disaster coordinator for such joint effort.
- d) The surveying of the availability of existing and potential personnel, equipment, supplies, services and facilities for use during an emergency and the procurement and disposition of all necessary equipment, supplies and facilities, including acceptance of private contribution and assistance.
- e) The continuing study of emergency management and disaster relief problems for the purpose of amendment and improvement of the emergency management plan and keeping current with all federal and state regulatory and informational requirements.
- f) The control and direction of all operations and training activities in emergency management and disaster relief.
- g) The determination of all questions of authority and responsibility in connection with emergency management and disaster relief.
- h) The negotiation and authorization of agreements, subject to the approval of the city council when required, for the use of private property for public shelter or other necessary purposes during the course of an emergency.
- i) The maintaining of contact with the division of emergency management of the office of the governor, providing prompt and efficient response to all requests

and suggestions of the division and other agencies and departments of federal, state and county governments in connection with emergency management and disaster relief.

- j) The marshaling, upon the declaration of an emergency as herein provided, of all necessary personnel, equipment and supplies from any department of the city and from private contributors to aid in implementation of the emergency management plan.

**Section 3. ORDERS AND REPORTS.** It shall be the general practice of the City Council to issue all orders and directives relating to Emergency Preparedness to the City Administrator and receive reports and communications there from through the City Administrator.

**Section 4. SEVERABILITY.** If any phrase, clause, paragraph or section of this ordinance is declared unconstitutional or invalid by any court of confident jurisdiction, it is hereby declared that the governing body would have enacted the remaining portions of this ordinance without the phrase, clause, paragraph or section so held unconstitutional or invalid.

**Section 5. EFFECTIVENESS.** This ordinance will take effect and be in force from and after its publication in the official city newspaper.

**PASSED AND APPROVED** by the Governing Body of the City of Burlingame, Kansas, this 29<sup>th</sup> day of December, 2005.

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**William Kraus, Mayor**

**ATTEST:**

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**Kelly Ulmer, City Clerk**